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TO: Acting Chief of Logistics

FROM: Chief, Coordination and Requirements Staff, LO

SUBJECT: Provision of Basic Reference Data for Logistics Planning and Review

1. PROBLEM.--

a. To provide common reference data for the planning and review of logistics support for unconventional warfare operations.

2. FACTS BEARING ON THE PROBLEM.--

a. The need exists for identical basic reference data in the formulation of sound logistics plans, and as a guide to intelligent analysis and review of such plans.

b. No such identical basic reference data for Agency-wide logistics planning use is currently available.

c. Several of the operating divisions have established logistics support standards for internal use. These standards have no correlation with each other, and many of the factors presented are unrealistic when used for conversion of projects into logistics support requirements.

d. Various military publications and the previous operation records of the Agency provide much reference material; however, this material is presently so disorganized as to preclude its daily use in solving logistics problems.

3. DISCUSSION.--

a. The compilation of logistics data by the various operating divisions has resulted in the establishment of several widely divergent sets of standards for the preparation of logistics support plans. Any logistics plan or annex based on these unrelated assumptions of fact can only be reviewed and analyzed with difficulty and confusion.

b. To date there has been no accepted standard or guide within the Agency, based on identical reference data, for the preparation or review of logistics plans or annexes.

c. A firm and complete set of data and procedures, which has equal application to all logistics plans, cannot be established since many factors will vary in each situation; such as the mission, the area of operations and the type of operations to be supported. However, if the experienced planner is given a guide in the form of standardized basic reference data, the resulting product can be reviewed and analyzed in an intelligent manner by the application of identical basic reference data.

d. Much of the basic reference data required may be adopted or modified from existing military publications, but the remainder must be provided from organizational and operational concepts peculiar to CIA.

e. The formation of basic organizational and operational concepts on which logistics plans are based is the responsibility of the operational staffs, and must be provided by their coordinated action. The initial step in this direction has been undertaken by the PM Staff with their development of tentative T/O & E's for use in planning materiel support of guerrilla warfare

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operations in the European theater. The initial T/O & E's will be revised, coordinated and amplified by tables for other areas, climates, and types of organizations and operations.

f. The primary interest in the development of such standard basic reference data rests with the Logistics Office; therefore, responsibility for the collection and collation of data and the preparation of such a guide, rests with the same Office, with the appropriate inclusion of essential material from other staffs and offices concerned. An initial draft of such a compilation of basic logistics reference data has been initiated by the Planning Section, Coordination and Requirements Staff, and tentatively titled a "Logistical and Operational Planning Manual" (Annex #1).

g. While parts of the draft manual have been essentially completed, the chapters on Personnel, Operations and Medical Services will require extensive contributions from the PM Staff, and the chapter on Construction must be expanded by the Real Estate and Construction Division, Logistics Office. The sections on Procurement, Supply and Movement will require close review by the Procurement, Supply and Transportation Divisions respectively, of the Logistics Office.

h. Copies of the draft manual for review and comments will be required by the following interested offices and staffs, in addition to the staffs in paragraph g above who will contribute to the manual:

- (1) Foreign Intelligence Staff
- (2) Political and Psychological Warfare Staff
- (3) Chief of Administration, DD/P, and the area divisions

i. Upon receipt of information, comments and concurrences from the various staffs and offices concerned, the Planning Section, Coordination and Requirements Staff, will complete the draft logistical reference manual and submit the revised work for official approval and publication.

#### 4. CONCLUSIONS.--

a. Immediate development of a standard reference guide for logistics planning and review is essential.

b. The logistics standards presently used by the various operating divisions are inadequate for universal use by this Agency.

c. Formation of organization and operations concepts is the responsibility of the operating staffs and divisions.

d. Primary interest in the development of such standard logistics reference data, responsibility for the collection and collation of data and the preparation of such a guide, is vested in the Logistics Office.

e. The draft of this compilation of basic logistics reference data initiated by the Planning Section, Coordination and Requirements Staff, should be forwarded to the divisions of the Logistics Office for completion of the sections pertinent to their operations; to the Chief of Administration, DD/P, for transmission to the area divisions, FI Staff and PP Staff for review and comments; and to the PM Staff for completion of the sections pertinent to their operations.

f. Upon receipt of the necessary material and concurrences from the staffs and offices concerned, the Planning Section, Coordination and Requirements Staff, will complete the draft manual and submit the revised work for final approval and publication.

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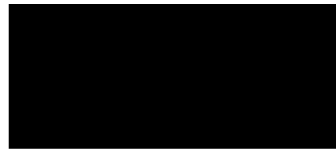
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5. RECOMMENDATIONS.--

a. It is recommended that:

(1) The preliminary draft of "Logistical and Operational Planning Manual" be approved for amplification into a completed logistical reference manual.

(2) The attached draft letters be signed and forwarded, requesting assistance from the Chief of Administration, DD/P, and the various staffs and offices concerned in the development and ultimate use of this manual.

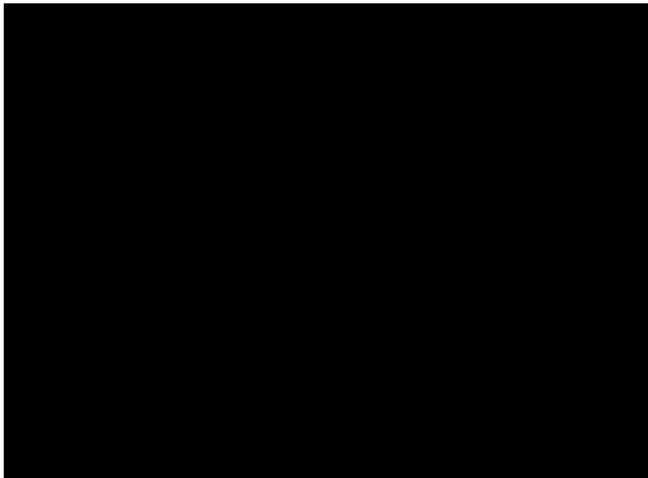


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Annexes:

- 1 - "Logistical and Operational Planning Manual" (Draft)
- 2 - Memo to DD/P-Admin
- 3 - Memo to PM Staff
- 4 - Memo to FI Staff
- 5 - Memo to PP Staff
- 6/12 - Memos to area divisions
- 13 - Memo to Real Estate and Construction Division, LO
- 14 - Memo to Transportation Division, LO
- 15 - Memo to Supply Division, LO
- 16 - Memo to Procurement Division, LO

CONCURRENCES:



2 June 1953  
(Date)

2 June 1953  
(Date)

2 June 1953  
(Date)

2 June 1953  
(Date)

ACTION BY APPROVING AUTHORITY:



Acting Chief of Logistics

4 June '53  
(Date)

LO/CR/CP/GRA/TPD:pw (2 June 1953)

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